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SECRETARY OF THE AIR FORCE**



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**AIR FORCE RESERVE COMMAND  
Supplement 1**

**2 JULY 2001**

**Personnel**

**THE USAF LOGISTICS AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-28, Awards and Decorations Program. It provides guidance and procedures for the Air Force logistics community's awards, ceremonies, and honors.

This publication requires the collecting and keeping of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of records notice F036 AFPC V, Awards and Decorations, applies.

**Records Management:** Maintain and dispose of all records created as a result of prescribed processes in this instruction in accordance with AFMAN 37-139, "Records Disposition Schedule."

**RATIONALE:** Updates Privacy Act references and meets records management requirements.

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**(AFRC)** The OPR for this supplement is HQ AFRC/LGQM (Lt Col John D. Thomas). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2818, 25 October 2000. The AF instruction is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction.

**SUMMARY OF REVISIONS**

This version incorporates changes to the guidelines for developing nomination packages for most award categories. Figures and Tables appear in the text at the end of each chapter. A bar ( | ) indicates revisions from the previous edition.

**(AFRC)** This version realigns our supplement with current procedures in AFI 36-2818. Abbreviated and Formal Nomination Packages were added to the Maintenance Awards along with new submittal dates. **Figure 5.1. (Added)** and **Table 5.8 (Added)** were also included. Two AFRC Civilian Operations Plans categories were included in **Table 8.1.1. (Added)** A bar ( | ) indicates a revision from the previous edition.

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## Chapter 1

### PROGRAM DEFINITION AND PURPOSE

**1.1. Definition .** The Logistics Award Program recognizes individual and organizations within the logistics community for their outstanding contributions to the success of the Air Force and Department of Defense (DoD) logistics mission. Individual Air Force level award winners are eligible to wear the Air Force recognition ribbon (military) or pin (civilians).

**1.2. Purpose .** The logistics awards in this instruction:

1.2.1. Identify superior performance.

1.2.2. Increase morale.

1.2.3. Inspire the Air Force logistics community by commemorating the achievements of those for whom the awards are named.

**NOTE:** These awards do not apply to contractor personnel, units, or activities unless stated otherwise.

## Chapter 2

### RESPONSIBILITIES

#### 2.1. HQ USAF/IL.

2.1.1. The Air Staff Logistics directorates (ILM, ILS, ILT, and ILX) oversee their own awards. Each office:

- 2.1.1.1. Develops the award criteria.
- 2.1.1.2. Manages the awards program.
- 2.1.1.3. Sets up and chairs the selection panel.
- 2.1.1.4. Notifies the MAJCOM, FOA, DRU, ANG and AFRC of its decisions.

#### 2.2. MAJCOM, FOA, DRU, ANG and AFRC.

2.2.1. The Air Force encourages each MAJCOM, FOA, and DRU, as well as the ANG and AFRC to set their own awards program to recognize deserving personnel and units.

2.2.2. After the Air Staff officially notifies the organizations of the winners, the organizations:

- 2.2.2.1. Give the winners maximum publicity.
- 2.2.2.2. Also recognize competitors who did not win awards for their achievements.

#### 2.3. Unit.

2.3.1. Units or commands pay for personnel to travel to the award ceremonies.

2.3.2. Units possessing a revolving trophy:

- 2.3.2.1. Pay for the engraving of the trophy.
- 2.3.2.2. Return the trophy to the appropriate HQ Air Staff directorate.

## Chapter 3

### NOMINATION PROCEDURES

**3.1. Nomination Packages.** Directorates submitting nominations send an original nomination package with four copies through the appropriate chain of command. **EXCEPTION:** A directorates' specific nomination requirements always take precedence.

**3.2. Restrictions.** These restrictions apply to all award nominations:

- 3.2.1. No nominations that threaten classified information.
- 3.2.2. No nominations of a deceased member.
- 3.2.3. No award to the same unit or person twice in a row.

## Chapter 4

### DEPUTY CHIEF OF STAFF LOGISTICS (IL) AND AIR FORCE ASSOCIATION AWARDS

4.1. The purpose of the General Thomas P. Gerrity Logistics Award, The Thomas P. Gerrity Award (Individual), and Dudley C. Sharp Award recognize Air Force military and civilian individuals and units for outstanding contributions to logistics operations and management, and to the success of logistics operations worldwide. The Thomas P. Gerrity Award (Individual) is sponsored by the Air Force Association (AFA).

4.2. Nomination packages will contain a nomination letter, AF Form 1206, **Nomination for Award**, stating nomination criteria, a personal data sheet, and citation. Only one nomination per MAJCOM per award is allowed. Incomplete packages **will not** be considered.

4.2.1. The individual nomination letter will be signed by the nominating authority and will include the following:

4.2.1.1. Individual's Full Name and Rank

4.2.1.2. The name of the award for which the person is being nominated for.

4.2.1.3. MAJCOM's Point of Contact for the award.

**NOTE:** If the member submitted for the award is rotating to another organization/command, include the gaining unit's local and message addresses, and telephone numbers.

4.2.2. The unit award transmittal letter will include:

4.2.2.1. Unit's Name.

4.2.2.2. MAJCOM Point of Contact for the award.

4.2.3. Nomination criteria will be completed on AF Form 1206 using the following format:

4.2.3.1. Fill in all applicable header information. For unit award nominations, fill in appropriate header blocks. **Do not include social security numbers in header information for individual awards.**

4.2.3.2. Use Specific Accomplishments block headings as stated in [Table 4.1](#), [Table 4.2](#), and [Table 4.3](#) for applicable award.

4.2.3.3. Double space between main bullets; single space all sub-bullets.

4.2.4. Personal data for individual awards will be completed using plain bond paper and the following format and headers: (Double space between each category.)

4.2.4.1. NAME AND RANK:

4.2.4.2. ASSIGNED ORGANIZATION AND LOCATION:

4.2.4.3. EDUCATION: (Undergraduate and Graduate Degrees)

4.2.4.4. PROFESSIONAL MILITARY EDUCATION: (Schools, date completed)

4.2.4.5. SIGNIFICANT PREVIOUS ASSIGNMENTS:

4.2.4.6. PUBLISHED PAPERS AND ARTICLES:



4.2.4.7. AWARDS AND DECORATIONS:

4.2.4.8. MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS:

4.2.5. Citation for each award will be:

**4.2.5.1. Unclassified**

4.2.5.2. Typed. 10 or 12 Pitch, Times New Roman font

4.2.5.3. Fully Justified Paragraph

4.2.5.4. Single spaced with one inch borders.

4.2.5.5. Use the following opening and closing sentences for the **individual** logistics awards:

**Open with** - (Grade, name, organization) is the winner of the (General Thomas P. Gerrity Award for Logistics Management) or (Honorable Dudley C. Sharp Award) for (Year).

**Close with** - (Grade Name) has demonstrated professionalism and dedication in the performance of outstanding service to the logistics community.

4.2.5.6. Use the following opening and closing sentences for the **unit** award:

**Open with** - (Organization, installation, and MAJCOM) has been selected to receive the General Thomas P. Gerrity Logistics Award for (Year).

**Close with** - The men and women of the (Unit Designation) displayed professionalism and commitment to excellence in performing outstanding service to the logistics community.

4.2.6. Complete nomination package must be sent in both hard and soft copy compatible with current HQ USAF/ILXS software.

**Table 4.1. General Thomas P. Gerrity Logistics Award (Unit).**

<b>Sponsor and Purpose</b>	Sponsored by HQ USAF. Established in 1967 to recognize superior performance by a unit for logistics support of the Air Force mission
<b>Who May Nominate?</b>	MAJCOMs and each DCS, ACS, or comparable office at HQ USAF. Only one nomination per MAJCOM is allowed.
<b>Who is Eligible?</b>	All units below MAJCOM to include FOAs, and AFMC Centers. The unit level awards encompass all the logistics functions within the Wing ( Logistics Plans, Maintenance, Supply, Transportation, Contracting). For the ARC, this includes all the logistics functions listed above and within the ARC unit.
<b>Period of Award and When to Submit</b>	The basis for the award will be for accomplishments during the preceding year (1Jan-31 Dec). The actual award will reflect the current year. (Example: CY99 accomplishments will be used for CY00 award.) Packages are due to HQ USAF/ILXS, 1030 AF Pentagon, Washington, D.C. 20330-1030 <b>NLT 15 Mar.</b>
<b>Memorial Award Nomination Package Format</b>	Use the following headers for developing bullet statements: <ol style="list-style-type: none"> <li>1. Specific Organizational Achievement(s) Which Improved Management and Organizational Objectives</li> <li>2. Effective Utilization and Management of Resources</li> <li>3. Impact on Other Aspects of The Air Force Mission</li> <li>4. Significant Contributions to Logistics Management or Support</li> <li>5. Policies or Procedures Developed That Resulted in Financial Savings</li> <li>6. Special Unit Awards or Citations</li> </ol>
<b>Selection Process</b>	A panel comprised of one member from AF/ILS, AF/ILM, AF/ILX, and AF/ILT will evaluate and will select the winner for AF/IL approval.
<b>Notification and Presentation</b>	The AF/IL will notify MAJCOMs of the winner. Award and citation will be sent to winning MAJCOM for presentation.

**Table 4.2. Thomas P. Gerrity Award (Individual).**

<b>Sponsor and Purpose</b>	Sponsored by the Air Force Association. Established in 1967 to recognize an individual who has made an outstanding contribution to Air Force logistics management.
<b>Who May Nominate?</b>	MAJCOMs and each DCS, ACS, or comparable office at HQ USAF. Only one nomination per MAJCOM is allowed.
<b>Who is Eligible?</b>	The nominee must be a US citizen who is a USAF field grade officer or civilian equivalent (GM/GS -13 through GM/GS -15)
<b>Period of Award and When to Submit</b>	The basis for the award will be for accomplishments during the preceeding year (1Jan-31 Dec). The actual award will reflect the current year. (Example: CY99 accomplishments will be used for CY00 award.) Packages are due to HQ USAF/ILXS, 1030 AF Pentagon, Washington, D.C. 20330-1030 <b>NLT 15 March.</b>
<b>Memorial Award Nomination Package Format</b>	Use the following headers for developing bullet statements: 1. Specific Accomplishment(s) Which Improved Management and Organizational Objectives <b>2. <i>Effective Utilization and Management of Resources</i></b> 3. Impact on Other Aspects of The Air Force Mission 4. Significant Contributions to Logistics Management or Support 5. Policies or Procedures Developed That Resulted in Financial Savings 6. Individual Leadership and Management Qualities
<b>Selection Process</b>	A panel comprised of one member from AF/ILS, AF/ILM, AF/ILX, and AF/ILT will evaluate and recommend the top two candidates to the AF/IL, who upon review and concurrence will submit the two nominees to the AFA for final selection.
<b>Notification and Presentation</b>	AFA will make all notifications, announcements and press releases.

**Table 4.3. Dudley C. Sharp Award.**

<b>Sponsor and Purpose</b>	AF/IL is the sponsor of this award. Honors the Honorable Dudley C. Sharp for his outstanding service and dedication to the Air Force and the nation. The award recognizes an individual who has substantially improved (or shows promise of improving) the operational cost effectiveness of the Air Force. This achievement must affect many logistics units or lead to multi-million dollar cost savings.
<b>Who May Nominate?</b>	HQ USAF/IL, each MAJCOM and FOA can submit one nomination for consideration.  HQ USAF/IL can also nominate an Air Force individual attached to any other organization of the Federal Government, such as executive agencies, MTMC, OSD agencies.
<b>Who is Eligible?</b>	The nominee must be a US citizen who is an Air Force government civilian employee or military member engaged in some phase of logistics. The Secretary, Under Secretary, and Assistant Secretaries of the Air Force, the Air Force Chief of Staff, Vice Chief of Staff, and Assistant Vice Chief of Staff are ineligible. Only one person per nomination package is eligible.
<b>Period of Award and When to Submit</b>	The basis for the award will be for accomplishments during the preceeding year (1Jan-31 Dec). The actual award will reflect the current year. (Example: CY99 accomplishments will be used for CY00 award.) Packages are due to HQ USAF/ILXS, 1030 AF Pentagon, Washington, D.C. 20330-1030 <b>NLT 15 Apr.</b>
<b>Memorial Award Nomination Package Format</b>	Use the following headers for developing bullet statements:  1. What made the achievement a significant benefit to the Air Force?  2. When and how did the nominee make the achievement?  3. What made the achievement unique from similar tasks?  4. What obstacles did the nominee overcome?  5. How did the nominee implement the achievement ?
<b>Selection Process</b>	A panel comprised of one member from AF/ILS, AF/ILM, AF/ILX, and AF/ILT will evaluate and will select the winner for AF/IL approval
<b>Notification and Presentation</b>	The AF/IL will notify MAJCOMs of the winner. Award and citation will be sent to winning MAJCOM for presentation.

## Chapter 5

### DIRECTORATE OF MAINTENANCE (ILM) AWARDS

**5.1. Purpose.** Recognize units and individuals that enhance maintenance readiness, improve efficiency, and reduce waste by encouraging excellence in all maintenance areas.

**5.2. Nomination Timing.** All unit and individual award nomination packages will be submitted to HQ USAF/ILMM per the award submission dates indicated in [Table 5.1](#) and [Table 5.5](#). All packages must be postmarked by the due date. Express mail is not required. Packages not postmarked by the submission dates will not be considered for evaluation.

5.2.1. Only one nomination per MAJCOM per category is allowed.

5.2.2. Only one letter of transmittal is required. The MAJCOM, DRU, or FOA point of contact will draft one letter that lists all submissions, including category, name (if appropriate), and unit of assignment. The letter will be signed, at a minimum, by an O-6 or civilian equivalent.

**5.2.3. (Added-AFRC)** Abbreviated Nominations are due to the NAFs and HQ AFRC approximately 75 days in advance of the due dates for the Formal Nomination Packages. This advanced nomination submission and award winner selection timetable enables the MAJCOM winners adequate time to prepare a Formal Nomination Package that is competitive at the HQ USAF level. For exact due dates, see [Table 5.8 \(Added\)](#)

### 5.3. Nomination Package Format.

**5.3. (AFRC)** Two types of nominations will be used for AFRC Maintenance Awards, Abbreviated Nomination, and a Formal Award Package. The Abbreviated Nominations will be used by Numbered Air Forces (NAFs) and HQ AFRC to select NAF and MAJCOM level award winners respectively. Once the award winners are selected at the MAJCOM level, those units and individuals going forward to compete at the HQ USAF level will prepare and submit Formal Award Packages and follow the guidelines mentioned in paragraphs [5.3.1](#) or [5.3.2](#) as appropriate. Those NAF and MAJCOM level winners not going on to compete at the HQ USAF level need not prepare a Formal Nomination Package. Abbreviated Nominations will be limited to one page with the supporting justification limited to 250 words in bullet format ([Figure 5.1. \(Added\)](#)). Requisite nomination identification data (i.e., name of unit, individual nominated, ranks, SSN, nomination dates, award title, submitting officials signature block, etc.) will not be counted towards the 250 word limit. Formal Award Packages will include one copy (in a plain blue pocket folder) and a diskette containing the nomination package in Work for Windows, any version. HQ AFRC/LG will provide units with an Award Preparation Guidebook.

**5.3.1. Unit Award** package submittals will be submitted in white ½ inch three ring binders (D-ring binders will not be used).

**5.3.1. (AFRC)** See [Table 5.1](#) for AFRC requirements to Annual Unit Maintenance Awards and table.

5.3.1.1. A white label will be affixed to the binder edge with the following information included. First line – unit award; second line – category; and third line – unit, wing, major command.

5.3.1.2. Pages will be placed inside plastic non-glare document protectors. Executive correspondence plastic oversheet protectors will not be used. Two pages will be placed in each document protector facing front and back (head-to-head). Package page order will be per [Table 5.4](#).

5.3.1.3. Colored text and charts may be used in package presentation. Video tapes, 35mm slides, and films will not be accepted.

5.3.1.4. Photographs will be included per [Table 5.4](#).

5.3.1.5. Only one copy will be submitted.

5.3.1.6. Electronic versions are not required.

**5.3.2. Individual Award** package submittals will be submitted in dark blue, two-pocket folders.

5.3.2.1. A white label will be affixed to the top left corner of the folder with the following information included. First line -- individual award; second line -- category (if appropriate); third line -- name of individual (Rank First Name, Middle Initial, Last Name); and fourth line -- unit, wing, major command.

5.3.2.2. Pages will be placed inside plastic non-glare document protectors. Executive correspondence plastic sheet protectors will not be used. One page will be placed in each document protector facing front. All AF Forms 1206 will be printed on two separate pages.

5.3.2.3. Colored text and charts will not be used in package presentation. Video tapes, 35mm slides, and films will not be accepted.

5.3.2.4. Photographs will be included per [Table 5.7](#).

5.3.2.5. Biographies will be included per [Table 5.7](#).

5.3.2.6. Only one copy will be submitted.

5.3.2.7. Electronic versions are not required.

**| 5.4. Nomination Package Content.**

**5.4.1. Unit Award** package submittals will be submitted per the following guidelines. Refer to [Table 5.4](#) for specific page requirements and section titles.

5.4.1.1. AF Forms 1206 will not be used.

5.4.1.2. All pages will have at least one-inch margins on all sides. Headers, footers, and border designs may be placed outside the one-inch margin. Citation guidance will override this margin requirement.

**5.4.1.2. (AFRC)** Two page maximum.

5.4.1.3. Generally any font style may be used. However, bullet statement text will use a font no smaller in size than 12 points. Photograph, table, and graph captions may be smaller font size, but must be readable.

5.4.1.4. Bullet statements will be used for all Summary of Action pages (refer to [Table 5.4](#)). Each bullet will consist of no more than five lines each (including sub-bullets). Lines within each major bullet will be single spaced (no blank lines will be used between sub-points). One blank line will be used between each major bullet. Text wrapping around graphics/photographs will be no more than five equivalent full-margin lines.

5.4.1.5. Bullet statements should be written in a style that describes a particular action, its result, and finally its impact to the unit, MAJCOM, Air Force or beyond.

5.4.1.6. Do not send copies of inspection reports or similar supportive material.

5.4.1.7. Packages must not contain classified data/information. Units and MAJCOMs must screen all submissions for classified data -- **DO NOT SUBMIT ANY CLASSIFIED DATA**. AF/ILMM, in coordination with MAJCOMs, will make final determination on any packages suspected to contain classified data. Packages determined to have classified data will be removed from competition.

5.4.1.8. Packages will have page numbers included on all pages except the citation.

5.4.1.9. Citation will be in landscape format. Text for the citation will be double spaced. (Ref: AFI 36-2805, Atch 3).

**5.4.2. Individual Award** package submittals will be submitted per the following guidelines. Refer to **Table 5.7.** for specific page requirements and section titles.

5.4.2.1. Use of the AF Form 1206 is required. The two pages of the form will be printed on separate sheets of paper.

**5.4.2.1. (AFRC)** Two page maximum.

5.4.2.2. All information at the top of the first page of the AF Form 1206 must be included.

5.4.2.3. Bullet statements will be used. Refer to sample document layouts for bullet line spacing. Each major bullet will consist of no more than five lines each (including sub-bullets). Lines within each major bullet will be single spaced (no blank lines will be used between sub-points). One blank line will be used between each major bullet.

5.4.2.4. Bullet statements should be written in a style that describes a particular action, its result, and finally its impact to the unit, MAJCOM, Air Force or beyond.

5.4.2.5. Font size and style must be followed. Use Times New Roman, 12 point font for text.

5.4.2.6. Use boldface font only for section headings.

5.4.2.7. Packages must not contain classified data/information. Units and MAJCOMs must screen all submissions for classified data -- **DO NOT SUBMIT ANY CLASSIFIED DATA**. AF/ILMM, in coordination with MAJCOMs, will make final determination on any packages suspected to contain classified data. Packages determined to have classified data will be removed from competition.

5.4.2.8. Citation will be in landscape format. Text for the citation will be double spaced. (Ref: AFI 36-2805, Atch 3).

5.4.2.9. Biographies and photographs will be prepared only after selection of winners of awards (see **Table 5.7.** for requirements and AFI 36-2805, Atch 2 for format).

## **5.5. Restrictions/Additional Eligibility Information.**

5.5.1. No restrictions apply to units winning Daedalian or Maintenance Effectiveness Awards in consecutive years.

5.5.2. For the three individual awards (General Lew Allen, Jr., Lt Gen Leo Marquez (any category), and CMSAF Thomas N. Barnes Crew Chief of the Year), individuals may be submitted for only one award in the same year.

5.5.3. Once an individual wins the Air Force General Lew Allen, Jr., Lt Gen Leo Marquez (any category), or CMSAF Thomas N. Barnes Crew Chief of the Year Award in one year, that person is not eligible in the following year for the same award.

5.5.4. Individuals submitted for the Lt Gen Leo Marquez Communications-Electronics Maintenance Person of the Year awards cannot have been submitted for any of the Command, Control, Communications, and Computers Professionalism awards in the same year.

**5.6. (Added-AFRC) Nomination Procedures:**

5.6.1. Each AFRC organization desiring award consideration will submit an Abbreviated Nomination to the appropriate NAF/LG for review. Abbreviated nominations can be submitted by e-mail or fax to the NAFs. NAFs will forward their winners to HQ AFRC/LGQM via e-mail or fax. Late or incomplete nominations will not be considered.

5.6.2. Award nominees for USAF-level competition are recognized as the AFRC award winners in each category. Only winners going forward for USAF level competition need to prepare a Formal Award Package.

5.6.3. Formal Award Packages will include a citation IAW AFI 36-2805. (AFRC winners for the Maintenance Section of the Year and Weapons Load Crew will prepare and submit a citation but need not prepare a Formal Award Package.)

5.6.3.1. Opening: "The (unit name/load crew designation) has distinguished itself by accomplishing superior aircraft maintenance during the period 1 January (year) through 31 December (year)."

5.6.3.2. Closing: "The professionalism and commitment to excellence demonstrated by the men and women of the (section/load crew designation) reflect great credit upon themselves, the Air Force Reserve, and the United States Air Force."



**Figure 5.1. (Added-AFRC) AFRC Abbreviated Maintenance Award Nomination.**

## AFRC ABBREVIATED MAINTENANCE AWARD NOMINATION

The logo of the Air Force Reserve Command, featuring a blue shield with a yellow border. Inside the shield is a yellow eagle with its wings spread, perched on a yellow banner that reads "AIR FORCE RESERVE COMMAND". The shield is set against a white background.

Award Title:

Category:

Award Period:

Rank/Name of Nominee:

Nominee's Telephone Number:

DAFSC/Duty Title:

Unit/Office Symbol/Street Address/Base/State/Zip Code:

Rank/Name of Unit Commander/Telephone Number:

Date submitted to NAF:

Date submitted to HQ AFRC/LGQ:

Nomination Preparer's Rank/Name/Office Symbol/Telephone Number:

Specific Accomplishments: (Bullet Statement Format not to exceed 250 words)

Please Note: Abbreviated Maintenance Award Nominations are due IAW Table 5.8 in the AFRC Supplement to AFI 36-2818 The USAF Logistics Awards Program.

**Table 5.1. Annual Unit Air Force Maintenance Awards.**

Award Category (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
Clements McMullen Memorial Daedalian Weapon System Maintenance Trophy (Daedalian Trophy) (The Order of Daedalians recog- nizes the unit that has best met the objective of provid- ing safe, service- able, and available equipment for sus- tained use in peace- time, and war time)	Number of authorized maintenance personnel (may include supply, administrative, or other personnel as long as directly assigned to maintenance unit) must be 1,000 or more.  Units who have on- and/or off- equipment capability and aircraft assigned.  Units submitted for the Daedalian Trophy <u>cannot</u> be submitted simultaneously for Air Force Maintenance Effectiveness Awards (MEA).  EXAMPLE: If the XYth Wing competes for the Daedalian Trophy, the XYth Wing is ineligible to compete for the MEA. However, organizations under the XYth Wing (e.g. XYth MXS, XYth CRS, XYth CS, etc.) may compete within their appropriate category (see <a href="#">Table 5.2.</a> ) for the MEA.  Units with Associate Reserves include the Associate Reserve unit's contributions in their nominations.	Fiscal Year  MAJCOMs postmark packages no later than <u>1 December</u> to:  HQ USAF/ILMM 1030 Air Force Pentagon Room 4A264 Washington DC 20330-1030	An AF/ILM evaluation team reviews all MAJCOM nominations and selects three or more finalists for a base visit.  The evaluation team visits the bases of three or more finalists. The ranked results of the award package grading are not considered during the base visit evaluation.  Each finalist has an equal opportunity to win the Daedalian Trophy.  The team observes the integration of maintenance with the total wing mission.  The unit sets the itinerary to include all maintenance areas as well as related areas in logistics, operations, support, medical, and so forth.  AF/IL approves the winner.	AF/IL notifies the MAJCOMs by message.	AF/ILMM coordinates with the Order of Daedalians to send a permanent trophy to the winning unit.  MAJCOMs will coordinate an appropriate presentation forum or event to present the trophy to the winner.  The permanent trophy is a hand-some Daedalus statue provided and engraved by the Order of Daedalians.  The nomination package cover page and executive summary from the winning unit will be displayed on the AF/ILM World Wide Web site.  The winner also builds a commemorative wall display shown in the Pentagon for one year. The display should be 4 feet high x 8 feet wide x 2 inches deep. Daedalian Trophy winner will contact AF/ILMM no later than 30 days after award notification to arrange display set-up.  Previous year's winner will coordinate with AF/ILMM to dismantle the previous winner's display no later than 30 days after award of new Daedalian Trophy.

Award Category (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
<p>The Air Force Maintenance Effectiveness Awards (MEAs)</p> <p>(The AF/ILM presents the MEAs to recognize those maintenance units which have best managed their resources.)</p>	<p>Units who have on- and/or off- equipment capability.</p> <p>Units submitted for this award cannot be submitted simultaneously for the Daedalian Trophy.</p> <p>Military, civil service, and contractor-supported units below wing / base-level may compete in one of the categories shown in <b>Table 5.2.</b> Air Force, Major Command, and Numbered Air Force-level management and staff functions are <u>not</u> eligible for these awards.</p> <p>Reorganizing squadrons may compete in either their old category or new category, but not both.</p> <p>They should include all of their accomplishments from both organizations.</p>	<p>Fiscal Year</p> <p>MAJCOMs postmark packages no later than <u>1</u> January to:</p> <p>HQ USAF/ILMM</p> <p>1030 Air Force Pentagon</p> <p>Room 4A264</p> <p>Washington DC 20330-1030</p>	<p>AF/ILM designates a Board President to chair a Central Maintenance Awards Board (CMAB) of MAJCOM Lt Col, CMSgt, and GS-14 aircraft, munitions, missile, or communications-electronics maintenance managers.</p> <p>No base visits are conducted.</p> <p>MAJCOMs rotate the duty of hosting the CMAB each year.</p> <p>The CMAB may decline to award a winner in a particular category if the quality of the nomination packages warrant such an action.</p> <p>AF/IL approves the winner.</p>	<p>AF/IL notifies the MAJCOMs by message.</p>	<p>AF/ILMM sends plaques to winning units' MAJCOMs for appropriate presentation.</p> <p>The nomination package cover page and executive summary from each of the winning units will be displayed on the AF/ILM World Wide Web site.</p>

**Table 5.1.1. (Added-AFRC) Annual Unit Air Force Maintenance Awards.**

This table supplements AF Basic [Table 5.1.](#) as follows:

Awards Category	Sponsor and Purpose	Who is Eligible?	Period of Award	Selection Process	Notification	Presentation and Display
Main-tenance Section of the Year Award.	HQ AFRC/LGQ presents the Maintenance Section of the Year Award to promote a competitive spirit among aircraft maintenance activities, increase effectiveness of maintenance functions, and recognize out-standing achievement.	Maintenance sections performing duties within functional codes 2XXX.	Annually, 1 January to 31 December.	(See note.) A review board designated by HQ AFRC/LGQ selects unit based on data in the Abbreviated Nomination package. If only one nomination is submitted, that nomination may not necessarily be selected. Nomination is judged on unit merit.	HQ AFRC/CV notifies the NAFs by message.	AFRC award consists of an engraved AFRC command plaque (name of the award, recipient, and the period of award) and a citation. The AFRC commander presents award to the winner at an appropriate ceremony.  All NAF level winners will receive a NAF plaque and citation. NAFs are responsible for providing and awarding the NAF plaque and award.

**NOTE:** Consideration based on unclassified summary of performance and accomplishments using the following criteria: adherence to prescribed operational procedures and safety practices; compliance with applicable training directives; contributions to cost reduction, management improvement, and suggestion programs; noteworthy maintenance accomplishments; management of facilities and accuracy of reports.

**Table 5.2. Annual Unit Air Force Maintenance Awards.**

	<b>AIR FORCE MAINTENANCE EFFECTIVENESS AWARD CATEGORY</b>	<b>TYPES OF UNITS</b>
1	Missile Maintenance (MS), Munitions Maintenance (MUNS, MUNSS)	Self-explanatory
2	Maintenance (MXS), Component Repair (CRS), Equipment Maintenance (EMS)	Self-explanatory
3	Rotary Wing Aircraft Maintenance	Self-explanatory
4	Aircraft Maintenance (Large)	B-1, B-2, B-52, C-5, C-17, C-141, KC-10, and so forth
5	Aircraft Maintenance (Medium)	C-9, C-130, KC-135, T-43, E-3, E-8, and so forth
6	Aircraft Maintenance (Small)	A-10, F-15, F-16, F-117, T-37, T-38, U-2, TR-1, and so forth
7	Consolidated Aircraft Maintenance	Consolidated aircraft maintenance units; air rescue, test, and drone units; unmanned aerial vehicle units; en-route support and air mobility support units; civil service most efficient organizations; and contractor activities
8	Logistics Support Squadron (LSS)	Self-explanatory
9	Communications-Electronics (Large)	Units with more than 76 authorized maintenance people
10	Communications-Electronics (Medium)	Units with 26 to 75 authorized maintenance people
11	Communications-Electronics (Small)	Units with 1 to 25 authorized maintenance people
12	Large Depot	Depots with more than 300 authorized people
13	Small Depot	Depots with 300 or fewer authorized people

**NOTE 1:** Where an aircraft Mission Design Series (MDS) is shown, that category applies to all variants of that MDS. Due to variations in organizational structure, roles and missions, MAJCOMs are authorized to submit a unit in the category that best fits the unit's structure and mission. However, MAJCOMs can submit a unit only once, and can submit only one unit in each category. Further, independent organizations must compete in the appropriate category. For example, the 89CS and 789CS must compete as squadrons, not as the 89CC.

**Table 5.3. Annual Unit Air Force Maintenance Awards.**

Award Categories (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
<p>Department of Defense Maintenance Awards And Secretary of Defense Phoenix Trophy</p> <p>(SECDEF Maintenance Awards are governed by DoD Directive 1348.30. DoD policy is to enhance maintenance awareness and encourage maintenance excellence by providing awards to military units responsible for outstanding achievements in maintenance management and production.)</p>	<p>Units and MAJCOMs need not submit packages for this award.</p> <p>Air Force nominees are selected from the Daedalian Trophy winner and selected Air Force Maintenance Effectiveness Award winners (below the depot level) per the listed categories of authorized personnel:</p> <p>Large – 1000 or more</p> <p>Medium – 301 to 999</p> <p>Small – 25 to 300</p> <p>The Department of Defense awards two military units from all of the Service submittals in each category. DoD then recognizes the best of the six winners as the Phoenix Award winner.</p>	<p>Fiscal Year</p> <p>AF/ILMM forwards nominations to DoD no later than 15 March to: ADUSD(L)/MPP&amp;R</p> <p>3500 Defense Pentagon Room 3B915</p> <p>Washington DC 20301</p>	<p>AF/IL submits only one unit in the DoD Large Category: the annual AF Daedalian Trophy winner.</p> <p>The annual CMAB regroups the Maintenance Effectiveness Award winners (exempting the depot categories) by authorized personnel. From the medium and small groups, the CMAB selects two medium and two small DoD Maintenance Award nominees. AF/IL approves these selections.</p> <p>AF/ILMM contacts the units to refine submission packages.</p> <p>The DoD Maintenance Policy Council evaluates all nominations and may visit the top installation contenders for the Phoenix Trophy.</p> <p>The Deputy Under-Secretary of Defense approves the awards.</p>	<p>DoD announces the winners to the Service Chiefs.</p> <p>AF/IL notifies the MAJCOMs and winning units by message.</p> <p>AF/ILMM advises winners of presentation arrangements.</p>	<p>ADUSD(L)/MPP&amp;R presents a bronze plaque to each winning unit at a Pentagon ceremony.</p> <p>The Phoenix Trophy winner is announced at the annual Maintenance Symposium.</p> <p>The Phoenix Trophy winner is engraved on the bronze Phoenix statue displayed in the Pentagon.</p> <p>Each winning unit provides a selection of color photographs showing maintenance in action for display in the ADUSD(L) Pentagon hallway.</p> <p>Each Air Force winner's citation and package cover page will be displayed on the AF/ILM World Wide Web site.</p>

**Table 5.4. Unit Maintenance Awards Package Content.**

Cover Page	Nomination Elements & Page Limits	Citation Opening & Closing Statements	Photo Requirements
<p>Cover page must include:</p> <p>Award Year</p> <p>Unit</p> <p>Base</p> <p>State/Country</p> <p>Other photographs, drawings, or depiction of the unit may be displayed on the cover.</p> <p>Cover page <u>does not</u> count in page count total.</p> <p>Optional closing page may be included in package. Page will contain only photos, drawings, etc. (will not include summary of action material).</p>	<p>Daedalian Trophy submittals may not exceed 15 pages.</p> <p>Maintenance Effectiveness Awards submittals may not exceed 15 pages.</p> <p>Scoring will include information and format on all pages.</p> <p>The following page counts <u>must</u> be followed.</p> <p>Table of Contents (one page)</p> <p>Citation (one page) Ref: AFI 36-2805</p> <p>Basic Unit Information (two pages)</p> <ul style="list-style-type: none"> <li>- Service; nominated unit designation; category/unit size of nominated unit; point of contact at nominated unit; MAJCOM point of contact; mailing address of nominated unit and higher headquarters; message addresses (Plain Language Address) for nominated unit and higher headquarters; background information for nominated unit: unit size, unit location; unit mission description/statements; operational chronology of significant operational events, deployments, and major training exercises).</li> </ul> <p>Final Analysis (Executive Summary) (one page)</p> <ul style="list-style-type: none"> <li>- Highlight the year's activities in narrative</li> </ul> <p>Individual section page counts below may deviate from those recommended, but the total may not exceed 10 pages.</p> <p>Summary of Action (ten pages)</p> <ul style="list-style-type: none"> <li>- Mission Accomplishments (four pages recommended) (unit mission description; weapon system operational readiness status; operational deployment successes; higher headquarters / local exercise successes; special programs)</li> <li>- Effective Use of Maintenance Resources (three pages recommended) (stewardship of maintenance resources)</li> <li>- Innovative Management Accomplishments (two pages recommended) (equipment improvement recommendations; resource management innovations; safety programs; training programs; production control improvements)</li> <li>- Personnel Quality of Life Programs (one page recommended) (self-help programs; personnel recognition programs; community projects; communication programs; humanitarian projects and programs)</li> </ul>	<p><b>Opening:</b></p> <p>“The (unit) has distinguished itself by accomplishing superior (aircraft, munitions, missile, or communications-electronics) maintenance during the period 1 October (year) through 30 September (year).”</p> <p><b>Closing:</b></p> <p>“The professionalism and commitment to excellence demonstrated by the men and women of the (unit) reflect great credit upon themselves, the (MAJCOM), and the United States Air Force.”</p>	<p>Include photos in narrative to describe text / add emphasis</p> <p>Label photos</p> <ul style="list-style-type: none"> <li>- Include rank &amp; name of people shown</li> <li>- Describe action taking place</li> </ul> <p>Pictures <u>do</u> count in the page total.</p>

**NOTE:** Units and MAJCOMs must screen all submissions for classified data -- **DO NOT SUBMIT ANY CLASSIFIED DATA!**

Table 5.5. Annual Individual Air Force Maintenance Awards.

Award Categories (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
The General Lew Allen, Jr., Trophy (Lew Allen Awards)  (The CSAF recognizes officers and senior NCOs directly involved in sortie generation.)	Base-level officers and senior NCOs in aircraft, munitions, or missile maintenance, or an allied logistics field directly involved in sortie generation.	Mid Year - Covers period 1 Jun - 31 May  MAJCOMs postmark packages no later than <u>1</u> August to:  HQ USAF/ILMM 1030 Air Force Pentagon Room 4A264  Washington DC 20330-1030	An AF/ILM evaluation board of maintenance field grade officers and senior NCOs reviews all MAJCOM nominations and selects one winner.  AF/IL approves the winner.	AF/IL notifies the MAJCOMs by message.	CSAF presents a bronze replica of the Lew Allen statue to each winner at a ceremony in the Pentagon.  Each winner's picture and unit of assignment will be displayed on the AF/ILM World Wide Web site.
The Lieutenant General Leo Marquez Awards (Marquez Awards)  (The AF/IL recognizes maintenance operations in all areas listed in <a href="#">Table 5.6.</a> )	Base-level military and civil service aircraft, munitions, missile, and communications-electronics maintenance personnel.	Fiscal Year  MAJCOMs postmark packages no later than <u>15</u> January to:  HQ USAF/ILMM 1030 Air Force Pentagon Room 4A264  Washington DC 20330-1030	AF/ILM designates a Board President to chair a Central Maintenance Awards Board (CMAB) of MAJCOM Lt Col, CMSgt, and GS-14 aircraft, munitions, missile, or communications-electronics maintenance managers.  Selections are made in conjunction with the AF MEA selections.  AF/IL approves the winners.	AF/IL notifies the MAJCOMs by message.	AF/ILMM provides plaques to the MAJCOMs for presentation.  Each winner's picture will be added to a Marquez wall display in the Pentagon.  Each winner's picture and unit of assignment will be displayed on the AF/ILM World Wide Web site.



Award Categories (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
The CMSAF Thomas N. Barnes Award (Crew Chief of the Year Award)  (The AFA recognizes the crew chief's contribution to the Air Force operational mission.)	Base-level military and civil service aircraft crew chiefs, regardless of AFSC.	Calendar Year MAJCOMs postmark packages no later than <u>1</u> March to: HQ USAF/ILMM 1030 Air Force Pentagon Room 4A264 Washington DC 20330-1030	An AF/ILM evaluation board of maintenance field grade officers and senior NCOs reviews all MAJCOM nominations and selects one winner.  AF/IL approves the winner.	AF/IL notifies the MAJCOMs by message.  AF/ILM notifies AFA of winner by letter.	The AFA presents award at its National Convention held in September in Washington DC.  The winner's name is added to the wall plaque on display in the Pentagon.  Each winner's picture and unit of assignment will be displayed on the AF/ILM World Wide Web site.

**NOTE:** Award winners are authorized wear of the Air Force Recognition ribbon or pin. The effective date is the date of the message announcing the winners. Winners add a copy of the award in their records.

**Table 5.5.1. (Added-AFRC) Annual Individual Air Force Maintenance Awards.**

This table supplements AF Basic [Table 5.5.](#) as follows:

Award Category	Sponsor and Purpose	Who is Eligible?	Period of Award	Selection Process	Notification	Presentation and Display	Photo Requirement
Out-standing Reserve Weapons Load Crew Award.	HQ AFRC/LGQ presents the Out-standing Reserve Weapons Load Crew Award to promote a competitive spirit among reserve weapons load crew personnel with a resultant increase in efficiency and explosive safety and to recognize outstanding achievement.	Reservists in grades Airman Basic through Chief Master Sergeant who are assigned to weapons loading crews.	Annually, 1 January to 31 December.	(See note.) A review board designated by HQ AFRC/LGQ selects unit based on data in Abbreviated Nomination. If only one nomination is submitted, that nomination may not necessarily be selected. Nomination is judged on unit merit.	HQ AFRC/CV notifies the NAFs by message.	AFRC award consists of engraved AFRC command plaque (name of the award, recipient, and period of award) and a citation. NAF/CC presents award to the winner at an appropriate ceremony.  All NAF level winners receive a NAF plaque and citation. NAFs are responsible for providing and awarding the plaque and award.	None

**NOTE:** Consideration based on unclassified summary of performance and accomplishments using the following criteria: adherence to prescribed operational procedures and safety practices; compliance with applicable training directives; additional duties and special assignments; contributions to explosive safety, cost reduction, training, or suggestion programs; civilian activities that further the objectives of the USAFR.

**Table 5.6. Individual Air Force Maintenance Awards Categories (to be included on AF Form 1206 in Category box).****Award Name: GENERAL LEW ALLEN, JR., TROPHY**

Category
Officer
Senior NCO

**Award Name: LIEUTENANT GENERAL LEO MARQUEZ AWARD**

<b>Category</b>	<b>Outstanding Aircraft Maintenance Person of the Year AFSCs: 20CX, 21LX, 21AX, 2AXXX, 2PXXX, 2RXXX</b>	<b>Outstanding Munitions / Missile Maintenance Person of the Year AFSCs: 20CX, 21LX, 21AX, 21MX, 2WXXX, 2MXXX</b>	<b>Outstanding Communications-Electronics Maintenance Person of the Year AFSCs: 30CX, 33SX2EXXX, 2RXXX, 9S000 (in maint. positions)</b>
Field Grade Manager	Colonel - Major	Colonel – Major	Colonel - Major
Company Grade Manager	Captain - 2 <sup>nd</sup> Lieutenant	Captain - 2 <sup>nd</sup> Lieutenant	Captain - 2 <sup>nd</sup> Lieutenant
Supervisor Manager	CMSgt - MSgt	CMSgt – MSgt	CMSgt - MSgt
Technician Supervisor	TSgt - SSgt	TSgt – SSgt	TSgt - SSgt
Technician	SrA and below	SrA and below	SrA and below
Civilian Manager	GS-15 - GS-7 / GM-15 - GM-13 WG-15 - WG-12 / WS-19 - WS-8 / WL-15 - WL-6	GS-15 - GS-7 / GM-15 - GM-13 WG-15 - WG-12 / WS-19 - WS-8 / WL-15 - WL-6	GS-15 - GS-7 / GM-15 - GM-13 WG-15 - WG-12 / WS-19 - WS-8 / WL-15 - WL-6
Civilian Technician	GS6 - GS1 WG11 - WG1 / WS7 - WS1 / WL5 - WL1	GS6 - GS1 WG11 - WG1 / WS7 - WS1 / WL5 - WL1	GS6 - GS1 WG11 - WG1 / WS7 - WS1 / WL5 - WL1

**Award Name: CMSAF THOMAS N. BARNES AWARD**

Category
Crew Chief
* Note: not required to be Dedicated Crew Chief

**Table 5.7. Individual Maintenance Awards Administrative Rules.**

Folder Label	Nomination Elements & Page Limits	Citation Opening & Closing Statements	Photo/Biography Requirements
Folder label must include items listed in paragraph <b>5.3.2.1.</b>	<p>Use of the AF Form 1206 is mandatory. All top blocks on the front page of the form will be filled out completely. No special first sentence is required in the text area. Only the AF Form 1206 and AF Form 1206 Reverse will be used (2 pages).</p> <p>Include assigned aircraft mission design series (MDS) in parenthesis in the DAFSC/Duty Title block [e.g. (F-16C)]</p> <p>Use the following boldface font headings in the SPECIFIC ACCOMPLISHMENTS block for all three awards (Allen, Marquez, Barnes):</p> <p>Sustained Job Performance</p> <p>(Discussion of Direct Sortie Generation Involvement required for Allen and Barnes awards, optional for Marquez awards)</p> <p>Job Efficiency and Results</p> <p>Job Knowledge</p> <p>Other Considerations</p> <p>(May not include more of the above sustained job performance, job efficiency and results, or job knowledge data; may include awards and recognition information)</p> <p>Format for bullet statements will be in accordance with paragraphs <b>5.4.2.3.</b> and <b>5.4.2.4.</b></p>	<p><b>Opening: (Allen)</b></p> <p>“(Rank and name) has been selected to receive the General Lew Allen, Jr., Trophy for (year) in recognition of (his/her) outstanding contributions to sortie generation while assigned as (duty title, unit, base).”</p> <p style="text-align: right;">Closing: (Allen)</p> <p>“The outstanding contributions of (rank and name) reflect credit upon (himself/herself), the (MAJCOM), and the United States Air Force.”</p> <p><b>Opening: (Marquez)</b></p> <p>“(Rank and name) has been selected to receive the Lieutenant General Leo Marquez Award as the outstanding (maintenance discipline and category) of (year).”</p> <p style="text-align: right;">Closing: (Marquez)</p> <p>“The outstanding contributions of (rank and name) reflect credit upon (himself/herself), the (MAJCOM), and the United States Air Force.”</p> <p><b>Opening: (Barnes)</b></p> <p>“(Rank and name) has been selected as the (year) Air Force Crew Chief of the Year in recognition of (his/her) outstanding contributions while assigned as a/an (MDS) crew chief at (unit, base).”</p> <p style="text-align: right;">Closing: (Barnes)</p> <p>“The outstanding contributions of (rank and name) in a demanding mission support role reflect credit upon (himself/herself), the (MAJCOM), and the United States Air Force.”</p>	<p>None required with nominations</p> <p><b>(All)</b></p> <p>MAJCOMs submit biographies of winners <u>NLT</u> 15 days after message release (format per AFI 36-2805, Atch 2)</p> <p><b>(Allen)</b></p> <p>MAJCOMs submit one 8x10 inch color <i>official photo</i> of winners in service dress without hat <u>NLT</u> 45 days after message release</p> <p><b>(Marquez)</b></p> <p>MAJCOMs submit one 5x7 inch color <i>official photo</i> of winners in service dress without hat <u>NLT</u> 45 days after message release</p> <p><b>(Barnes)</b></p> <p>- MAJCOMs submit five 5x7 inch color photos of the winner in utility uniform (e.g. BDUs) <u>NLT</u> 45 days after message release (for possible publication in Air Force Magazine).</p> <p>- 1 photo will be of head and shoulders without hat.</p> <p>- 4 photos will be of action shots of nominee at work.</p>

**NOTE:** Units and MAJCOMs must screen all submissions for classified data -- **DO NOT SUBMIT ANY CLASSIFIED DATA!**

**Table 5.8 (Added-AFRC) AFRC Maintenance Award Due Dates.**

<b>This table supplements AF Basic Table 5.1., Table 5.2., Table 5.3., Table 5.4. and Table 5.5. as follows:</b>						
<b>Awards Category</b>	<b>Abbreviated Nomination Due to NAF/LG</b>	<b>Abbreviated Nomination Forwarded to AFRC/LGQM</b>	<b>AFRC Winner Announced &amp; Formal Award Package Initiated By Unit</b>	<b>Formal Award Package Due to NAF/LG</b>	<b>Formal Award Package Forwarded to AFRC/LGQM</b>	<b>Due to HQ USAF</b>
Daedalian Trophy	15 Aug	1 Sep	10 Sep	1 Nov	15 Nov	1 Dec
Maintenance Effectiveness Award for 13 categories	15 Sep	1 Oct	10 Oct	1 Dec	15 Dec	1 Jan
General Lew Allen, Jr. Trophy for 12 categories	15 Apr	1 May	10 May	1 Jul	15 Jul	1 Aug
Lt Gen Leo Marquez Trophy for 7 categories	1 Oct	15 Oct	25 Oct	15 Dec	1 Jan	15 Jan
CMSgt Thomas Barnes Award (Crew Chief of the Year)	15 Nov	1 Dec	10 Dec	1 Feb	15 Feb	1 Mar
DoD Maintenance Awards	N/A	N/A	N/A	N/A	N/A	HQ USAF submits Daedalian & MEA winners for DoD competition on 15 Mar

This table supplements AF Basic <a href="#">Table 5.1.</a> , <a href="#">Table 5.2.</a> , <a href="#">Table 5.3.</a> , <a href="#">Table 5.4.</a> and <a href="#">Table 5.5.</a> as follows:						
Awards Category	Abbreviated Nomination Due to NAF/LG	Abbreviated Nomination Forwarded to AFRC/LGQM	AFRC Winner Announced & Formal Award Package Initiated By Unit	Formal Award Package Due to NAF/LG	Formal Award Package Forwarded to AFRC/LGQM	Due to HQ USAF
Sec Def Phoenix Trophy	N/A	N/A	N/A	N/A	N/A	HQ USAF submits Daedalian & MEA winners for DoD competition on 15 Mar
Maintenance Section of the Year	1 Feb	15 Feb	1 Mar Unit submits Award Citation IAW section <a href="#">5.6.3.</a>	N/A	N/A	N/A
Outstanding AFRC Weapons Load Crew	1 Feb	15 Feb	1 Mar Unit submits Award Citation IAW section <a href="#">5.6.3.</a>	N/A	N/A	N/A

## Chapter 6

### DIRECTORATE OF SUPPLY (ILS) AWARDS

**6.1. Purpose.** The annual supply/fuels awards recognize outstanding performance in duty, contributions towards improving supply/fuels processes and maximum supply effectiveness. They also recognize excellence in conservation of energy.

**6.2. Nomination Criteria.** Nomination criteria varies by award, as follows:

6.2.1. Outstanding Supply/Fuels Personnel: nominations will be documented on AF Form 1206, single-spaced, and limited to the front side of the form only. All nominations will be typed, using no smaller than 10 pitch or larger than 12 pitch, and must be in Times New Roman font. "Outstanding Supply or Fuels Personnel of the Year" will be entered in the "Awards block". The category of award, i.e., Staff Supply Officer, will be entered in the second block. Abbreviations are acceptable. The remaining blocks should be completely filled out with information requested, i.e., SSAN, Rank/Name (for civilian nominees, include civilian grade), Unit and office symbol, DAFSC and Duty Title, etc. For military nominees, we must have the SSAN.

6.2.1.1. Nominations for this award will focus on nominee's performance of duties and contributions to improving supply/fuels operations. Headings should not be used on the form to separate achievements in these two areas.

6.2.1.2. Individuals who have won a personnel award at Air Force level are not eligible to compete for the same award for three years following year of award, i.e., individual winning Staff Supply Officer award in 1997 will not be eligible to compete for that same award until 2001.

6.2.2. Daedalian/Supply Effectiveness Awards: nominations for these awards will be documented on AF Form 1206, single-spaced, using both sides of the form. All nominations will be typed, using no smaller than 10 pitch or larger than 12 pitch, and must in Times New Roman font. Nominee's accomplishments during the fiscal year will be summarized on this form. The nominator will be the MAJCOM/LGS. Additional instructions will be sent out to MAJCOMs, annually, providing guidance on information that must be attached to the AF Form 1206.

**6.2.3. (Added-AFRC)** The AFRC award for Air Force Supply Effectiveness, Satellite Category is a command plaque with the Air Force Reserve crest and a rectangular plate at the base, engraved with "Supply Effectiveness Award," unit's name, and year. The traveling AFRC "A. J. Brezenski" trophy will be forwarded by the current year AFRC winner to the next year's winner. The current holder of the trophy will have the nameplate engraved with the new winner's base information and award year prior to shipping. The AFRC Vice Commander's Certificate is also awarded to the AFRC satellite account chosen as the command winner.

6.2.3.1. Statistical information (including M-32 reports), current Unit Compliance Inspection (UCI), and Operational Readiness Inspection (ORI) reports are used to initially rank AFRC bases. This information is used to identify the top three base supply accounts. No additional funds will be allocated to a contractor operation to compete for this award. HQ AFRC/LGS informs the numbered air forces (NAF) and bases of selection by 15 December each year. The AFRC winner prepares a nomination package as prescribed by HQ USAF/ILSP. This information, and any assistance/guidance needed in preparing the package, is provided by HQ AFRC/LGSP.

**6.2.4. (Added-AFRC)** HQ AFRC Fuels Management Branch (LGSWF) sponsors the Best-In-AFRC Award. The winner represents the command in the American Petroleum Institute sponsored award program. The AFRC award winner receives the Golden Derrick Trophy which is a gold oil rig on a black cup with a mahogany base. It has gold plates inscribed with the name of the trophy and previous winners. The AFRC Golden Derrick Trophy remains in the custody of the winner until requested for presentation to the next year's winner. The winning organization receives a permanent plaque from the American Petroleum Institute at the Pentagon in January following the year of selection. Finalists are awarded the AFRC Vice Commander's Certificate.

6.2.4.1. All Air Force Reserve Base Fuels Management Organizations (BFMO) that support flying missions are eligible to compete for the award. Additional funds are not allocated to a contractor operation to compete for this award. A unit that wins this award for 2 consecutive years is not eligible to compete the following year.

6.2.4.2. BFMOs desiring to compete for the award must send a letter requesting consideration in this category to HQ AFRC/LGSWF by 1 September. Attach one-page mission statement and one-page summary of achievements to the letter. HQ AFRC/LGSWF evaluates the competing BFMOs and selects three organizations to compete for the Best-In-AFRC Award. The on-site evaluation of the three finalists is conducted in September/October (pending availability of TDY funds). Events that occur before or after the evaluation period will not have a bearing on the rating. The award recipient for the command is determined by 15 December.

**6.3. Named Awards.** There are three named personnel awards and one named supply effectiveness award. Following are brief biographies of the individuals for whom the awards are named:

6.3.1. Colonel F. Badger Johnson, III, Senior Supply Manager (Military): Colonel F. Badger Johnson, III, was a career supply officer with over 26 years of active and reserve service. Colonel Johnson served in myriad supply leadership positions during his career, including Chief of Supply at Tonoapah Test Range, Nevada, and Luke Air Force Base, Arizona. His last assignment was to Headquarters, Air Combat Command, Langley Air Force Base, Virginia. Col Johnson retired from active duty on 2 September 1995, and passed away from cancer shortly thereafter.

6.3.2. Chief Master Sergeant Eddie D. Speight Supply Superintendent of the Year: CMSgt Eddie Speight was a career supply noncommissioned officer with 19 years of service at the time of his death. CMSgt Speight served in numerous positions within Tactical Air Command, Alaskan Air Command, Pacific Air Forces, and Air Combat Command. His superior performance and dedication to duty earned him awards as the PACAF Staff Supply NCO of the Year (1986) and the HQ TAC Staff Supply NCO of the Year (1990). His work in fighter aircraft, weapon system support earned him selection to the position of HQ TAC Logistics Liaison Officer at Warner Robins AFB, GA. His final assignment was to the 65<sup>th</sup> Supply Squadron, Lajes Field, Azores. He was promoted to CMSgt posthumously with an effective date of January 1996.

6.3.3. James A. Bowie Staff Senior Manager of the Year: Mr. James A. Bowie had over 36 years of experience working in the logistics career field at the time of his retirement from Civil Service in 1994. Mr. Bowie served in a variety of capacities ranging from base level supply to the Air Staff. His contributions to supply have been numerous and significant. His knowledge of interservice connectivity issues was unsurpassed and resulted in his leading the services in development of critical supply support policy. Mr. Bowie was the catalyst behind significant improvements in weapon systems support that will endure long into the future. Among Mr. Bowie's awards is the prestigious DoD Distin-



guished Civilian Service Award; one of the few personnel outside Office of Secretary of Defense to be so honored.

6.3.4. Daedalian Major General Warren R. Carter Supply Effectiveness Award: Award was established in 1962 by the Order of Daedalian Foundation to help promote maximum supply effectiveness and efficiency in the USAF. The Daedalian Foundation, an organization of World War I pilots, makes a trophy available annually to the winning organization and rotates each year from winner to winner. Major General Warren R. “Nick” Carter, USAF, Retired, for whom the award is named, received his pilot rating and was commissioned a second lieutenant fifteen days before his twentieth birthday, on 16 July 1918. General Carter’s distinguished military career spanned over thirty-seven years until his retirement in 1955. General Carter was the last living charter member of the Order of Daedalians.

6.4. See [Table 6.1.](#) and [Table 6.2.](#) for specific award nomination criteria.

**Table 6.1. Annual Unit Air Force Supply Awards.**

<b>Award Categories</b>	<b>Sponsor and Purpose</b>	<b>Who May Nominate.</b>	<b>Who is Eligible</b>	<b>Period of Award and When to Submit</b>	<b>Selection Process</b>	<b>Notification</b>	<b>Presentation</b>	<b>Photo Requirement</b>
American Petroleum Institute (API) Trophy Award	The API recognizes Excellence in base fuels management.	Each MAJCOM, ANG, and AFRC may nominate one BFMO.	All Air Force BFMO & contract operations that support flying missions.  BFMOs that receive less than satisfactory ratings in operational or other similar command inspections during the evaluation period are not eligible.  The previous year's winner is ineligible.	1 October through 30 September  Send nominations by 15 January to: HQ USAF/ILSP  1030 Air Force Pentagon Washington DC 20330-1030	HQ USAF/ILSP evaluates the nomination packages and selects the top three finalists from the MAJCOM nominees.  A team from HQ USAF/ILSP conducts an on-site evaluation (using <b>Figure 6.1.</b> as a guide) to choose a winner.	AF/IL notifies the MAJCOM by message.	The API and AF/IL presents the award at a formal awards ceremony.	Brochure is limited to 25 pages (8 1/2 by 11 inches), to include a one-page summary of achievement and supportive graphics .  A maximum of 25 color photographs  Submit the nomination brochure in a standard three-ring binder.  Videos are optional
Federal Energy Water Management Awards	DoE promotes Conservation, the efficient use of energy and water, and the use of renewable energy sources.	MAJCOMs and FOA's.	All Air Force officers, airmen, and civilians (regardless of career field).  Organizations may be a flight, squadron, group, wing or entire base.	Preceding Fiscal Year  Send nominations IAW nomination call to: HQ USAF/ILSP 1030 Air Force Pentagon Washington DC 20330-1030	The HQ USAF/ILS Awards Board recommends the nominees (approved by AF/IL) for submission through OSD to DoE for final selection.	DoE notifies the recipient.  The AF/IL notifies MAJCOM by message.	The DoE presents the award at the Annual Awards Ceremony.	None.

Award Categories	Sponsor and Purpose	Who May Nominate.	Who is Eligible	Period of Award and When to Submit	Selection Process	Notification	Presentation	Photo Requirement
Outstanding Supply and Fuels Personnel Award	HQ USAF/ILS recognizes Outstanding contributions toward improving supply and fuels operations.	MAJCOM, FOA, Unified or Joint Command or other Government Agencies.	USAF personnel, military and civilian, possessing the supply, fuels, or logistics AFSCs or comparable civilian series, working in supply or fuels, base or staff-level positions. Contractor personnel may compete in the category equivalent to their position.	1 January through 31 December Send nominations by 28 February to: HQ USAF/ILS 1030 Air Force Pentagon Washington DC 20330-1030	The HQ USAF/ILS Awards Board evaluates the nomination packages and selects the award winners. Names are forwarded to AF/ILS for approval.	The AF/ILS notifies the MAJCOM, FOA, or Joint Command by message.	The AF/ILS presents awards at the Annual Awards Ceremony.	Winners will provide AF/ILS with a color 5 X 7" head and shoulder portrait, in service or comparable civilian dress. Photos should be forwarded as soon as possible after announcement of award winners but not later than 60 days after award announcement.

Award Categories	Sponsor and Purpose	Who May Nominate.	Who is Eligible	Period of Award and When to Submit	Selection Process	Notification	Presentation	Photo Requirement
Air Force Supply Effectiveness Award Non-aircraft and Missile Satellite	HQ USAF/ILS recognizes outstanding SBSS supply support performance in two categories: non-flying organization and a satellite account.	Any MAJCOM and FOAs with an eligible organization (an SBSS satellite supply organization or SBSS supply organization supporting a non-flying mission) listed in the US Air Force Program Document.	Any MAJCOM or FOA including contractor operated supply organization. The current winner is ineligible during the following year.	1 October through 30 September Send nominations by 15 January to: HQ USAF/ILSP 1030 Air Force Pentagon Washington DC 20330-1030	The HQ USAF/ILS review board evaluates the nomination package and selects one nominee for final AF/IL approval.	AF/IL notifies the MAJCOM or FOA of the selection.	HQ USAF/ILSP provides trophies for winners., to be presented at the Annual ILS Awards Ceremony.	Specific package requirements will be published annually, by AF/ILSP.
The Daedalian Major General Warren R. Carter Supply Effectiveness Award	HQ USAF/ILS recognizes outstanding SBSS supply support performance in squadrons supporting flying or missile mission.	MAJCOM	Any MAJCOM or FOA including contractor operated organization or supporting flying missions. The current winner is ineligible during the following year.	1 October through 30 September Send nominations by 15 January to: HQ USAF/ILSP 1030 Air Force Pentagon Washington DC 20330-1030	The HQ USAF/ILS review board evaluates the nomination package and selects one nominee for final AF/IL approval.	AF/IL notifies the MAJCOM and unit of the selection.	The Order of Daedalians provides a trophy to the winning squadron. The trophy is a Daedalus statue and will be permanently retained by the squadron.	None

**Table 6.2. Outstanding Supply and Fuels Personnel Awards (See Notes 1-4).**

<b>Award Categories</b>	<b>Who May Nominate?</b>	<b>Who is Eligible?</b>	<b>Period of Award and When to Submit</b>	<b>Selection Process</b>	<b>Presentation</b>
Staff Supply Officer of the Year	Each MAJCOM, FOA, Unified or Joint Command, and other government agencies may submit one nomination for each category.	Assigned to a MAJCOM, FOA, Unified or Joint Command, and other government agencies.  Any supply officer at a MAJCOM, FOA, Unified or Joint Commands and other government agencies	1 January through 31 December  Submit nominations by 28 Feb to:  HQ USAF/ILSP 1030 Air Force Pentagon Washington DC 20330-1030	HQ USAF/ILS Awards Board selects the winners.	HQ USAF/ILSP arranges presentation of awards.  All MAJCOMs and award winners will be notified of location and method of presentation.
Colonel F. Badger Johnson, III, Senior Supply Manager of the Year		MAJ or Lt Col, working at region or base level			
Junior Supply Manager of the Year		Lt or Capt, working at region or base level			
CMSgt Eddie Speight Supply Superintendent of the Year		Master Sergeant thru Chief Master Sergeant working at region or base level			
Staff Supply NCO of the Year		Any supply NCO assigned to a MAJCOM, FOA (other than regional supply squadrons) Unified or Joint Command, and other Government agencies.			
Senior Supply Technician of the Year		Technical or Staff Sergeant working at region or base level			
Junior Supply Technician of the Year		Airman Basic thru SrA working at region or base level			

<b>Award Categories</b>	<b>Who May Nominate?</b>	<b>Who is Eligible?</b>	<b>Period of Award and When to Submit</b>	<b>Selection Process</b>	<b>Presentation</b>
Senior Supply Manager of the Year		Any GS/GM-12 or above working below staff level			
Junior Supply Manager of the Year		Any GS-9 thru GS-11, WS-9 thru WS-13, WL-8 thru WL-14, WG-13 thru WG-15 working below staff level			
The James A. Bowie Jr. Staff Senior Manager of the Year		Any GS-12, or GM-12 and above working at staff level			
Staff Junior Manager of the Year		Any GS-11 and below working at staff level			
Supply Supervisor /Leader of the Year		Any GS-7 and GS-8, WS-7 and WS-8,  WL-6 and WL-7, WG-9 thru WG-12 working below staff level			
Supply Technician of the Year		Any GS-1 thru GS-6, WS-1 thru WS-6, WL-1 thru WL-5, WG-1 thru WG-8 working below staff level			
Staff Fuels Officer of the Year	Each MAJCOM, FOA, Unified or Joint Command, and other government agencies may submit one nomination for each.	Any fuels officer at a MAJCOM, FOA, Unified or Joint Command, or other government agencies.	1 January thru 31 December  Submit nominations by 28 Feb to: HQ USAF/ILSP 1030 Air Force Pentagon Washington DC 20330-1030	HQ USAF/ILS Awards Board selects the winners.	HQ USAF/ILSP will arrange for presentation of awards.  All MAJCOMs and award winners will be notified of location and method of presentation.
Fuels Officer of the Year		Any officer serving at base level who is the base fuels (FP) responsible officer.			

<b>Award Categories</b>	<b>Who May Nominate?</b>	<b>Who is Eligible?</b>	<b>Period of Award and When to Submit</b>	<b>Selection Process</b>	<b>Presentation</b>
Staff Fuels NCO of the Year		Any fuels NCO assigned to MAJCOM, FOA, Unified or Joint Command, or other government agencies.			
Fuels Superintendent of the Year		Base Level (Master Sergeant thru Chief Master Sergeant)			
Senior Fuels Technician of the Year		Base Level (Staff Sergeant thru Technical Sergeant)			
Junior Fuels Technician of the Year		Base Level (Airman Basic thru SrA)			
Fuels Staff Civilian of the Year		Any GM, GS, WL, or WS filling a fuels position at staff level			
Fuels Civilian Supervisor / Leader of the Year		Any GS/WS/ WL 7-12 civilian filling a fuels position at base level			
Fuels Civilian Technician of the Year		Any GS/WS/ WL 1-6; all WG civilians filling a position at base level			

Note 1: The individual nominated must be in the position of the category, i.e., Staff Fuels Officer must be in a fuels position and Staff Supply Officer cannot be in a fuels position.

Note 2. The losing/gaining MAJCOM, FOA, Unified or Joint Command, or other government agency may nominate outstanding personnel who have transferred since expiration of the reporting period. However, only one unit may nominate an individual during a specific award period.

Note 3. Individuals will be nominated in the category they've served in the majority of the year, i.e., individual promoted to SSgt 1 June will be nominated in the Senior Supply Category vice the Junior Supply Category.

Note 4. Personnel assigned to OSI headquarters or field agencies, AFNEWS, JCSE, DRMS, and similar FOAs will compete in the Staff Supply categories. Personnel assigned to the regional supply centers (PACAF, USAFE, AMC, ACC) will compete in the base-level categories.

**Figure 6.1. American Petroleum Institute Trophy Guide Format.****Fuels Management Team**

1. Mission familiarity
2. Fuels annex of the base support plan
3. Site surveys of alternate reconstitution base, collocated operating base, and forward operating base
4. Emergency fuel support plan
5. Product, facility, and equipment levels
6. Use of staff, equipment and facilities
7. FMT relationships with other base agencies
8. Inspector General, audit, and staff assistance visit reports
9. Hydrant use goals and how they are determined
10. Organizational tank program
11. Training/material control program
12. Security program
13. Energy conservation program
14. Operating instructions and locally developed checklists
15. People programs
16. Use of metrics to improve fuel processes and mission support
17. Fuels/flight strategic plan implementation (status)
18. Fuels related mishap reporting
19. MILCON &MR&E projects
20. Documentation of improvement efforts, i.e., synopsis, pictures, etc.
21. Lockout/tagout program.

**Fuels Distribution**

1. Aircraft servicing equipment
2. Parking area and criteria
3. Checkpoint area and facility
4. Checkpoint team proficiency and efficiency
5. Corrosion control and markings
6. Managing ground fuels issues
7. Flight line safety and servicing procedures
8. AFTO Form 39, Fuels System Inspection and Discrepancy Record



9. Facility schematics, markings and operating procedures
10. Operator knowledge of hydrant systems, flight line servicing operations, and mobile equipment
11. Emergency power and generator operator proficiency
12. Facility spill prevention/response plan
13. Hazardous communication program
14. Controller/Expediter proficiency

**Fuel Storage and Military Service Station**

1. Storage tanks and system components
2. Calibration charts, schematics, markings, and valve numbers
3. Receipt, storage, and distribution procedures
4. Facility spill prevention/response plan
5. AFTO Form 39, Fuels System Inspection and Discrepancy Record
6. Hazardous communication program
7. Inventory equipment and procedures
8. Operator knowledge

**Cryogenics**

1. Storage and production area criteria
2. Condition of storage tanks and components
3. Condition and availability of safety gear
4. Production, receipt, storage, distribution, and sampling procedures
5. Hazardous communication program
6. Operator knowledge

**Compliance and Environmental**

1. Inspections and documentation
2. Safety program and inspection
4. Environmental programs
5. Leak detection measures.

**Resource Control Center (RCC)**

1. Accounting procedures
2. Report preparation and timely submission
3. FAS proficiency
4. Maintaining publications, technical orders, and files

5. Use of flying schedules
6. Service controls (locks, keys, and clipboard)
7. Status boards or automated displays
8. Emergency procedures
9. Radio and telephone equipment and communication procedures

**Laboratory**

1. Laboratory criteria and housekeeping
2. Sampling and testing requirements
3. Equipment condition
4. Management of caution tags
5. Lab technician proficiency

**Support**

1. Mobility Program
2. Training Program
3. Materiel Control Program

**Base Evaluation Summary and Scoring Breakdown**

1. Management (125 points)
2. Fuels operations (125 points)
3. Compliance and Environmental (125 points)
4. Fuels Information Service Center (125 points)

Note: The team member will assign a point value of up to 500 points for each base. At the conclusion of the evaluation all team member's scores will be totaled to derive an overall score for the base.

**6.5. (Added-AFRC)** Supply/Fuels Nominations. AFRC units submit supply nominations directly to HQ AFRC/LGSP by 30 December. Fuels nominations are submitted directly to HQ AFRC/LGSWF by 30 December. Nominations submitted late, in the improper format, or incomplete will not be considered.

6.5.1. Each nomination package consists of a diskette and cover letter with a point of contact for the package. Use one cover letter for multiple nominations from an organization.

6.5.2. A review board designated by HQ AFRC/LGS selects individuals in each category based on nominations submitted. If only one individual is submitted for a category, that individual does not automatically win. The package is judged on individual merit. HQ AFRC/LGS is the approval authority for field and intermediate staff level (base/unit/NAF) winners; HQ AFRC/LG is the approval authority for AFRC staff selections/winners. HQ AFRC/LGS forwards AFRC award winners to HQ USAF/ILSP for Air Force level competition.

6.5.3. AFRC winners are awarded a command plaque engraved with the name of the recipient, category, award period, and the AFRC Vice Commander's Certificate. Awards are presented at the AFRC Supply/Fuels Conference, Workshops, Supply/Fuels Readiness Competition or by individual units if deemed timelier.

## Chapter 7

### DIRECTORATE OF TRANSPORTATION (ILT) AWARDS

**7.1. Purpose .** The annual transportation awards recognize individuals and units that have excelled in performance and made outstanding contributions to the Air Force transportation mission.

**7.2. Eligibility .** All USAF personnel, military and civilian, possessing the transportation AFSC or comparable civilian series, and working in transportation are eligible to compete. Refer to [Table 7.1.](#) through [Table 7.4.](#) for a complete list of all individual and unit awards. These tables identify specific rank and grade requirements, suspense dates and any unique award requirements. Individuals or units that won an Air Force-level award are not eligible to compete for the same award at the Air Force-level the year immediately following the year of award.

**7.3. Nominations.** Each MAJCOM, FOA, Unified or Joint Command with assigned Air Force transportation personnel may submit one nomination for each category

**7.4. Award format .** Air Force Transportation, National Defense Transportation Association (NDTA) and Military Traffic Management Command (MTMC) award packages will be submitted on electronic AF Form 1206, *Nomination for Award*. All nomination packages, except the NDTA Military Unit (Active and ARC), Terminal Unit awards, and the Defense Packaging Policy Group awards will be limited to the front side of the AF Form 1206. Nominations for the NDTA Military Unit (Active and ARC) and Terminal Unit awards may use the front and back of the AF Form 1206. Air Force, NDTA and MTMC nomination packages will be single-spaced, use appropriate award headings and 10 pitch Times New Roman font. Headings will be capitalized and bolded. All nominations must be unclassified. Awards must arrive at HQ USAF/ILTR within the timeframes listed in [Table 7.1.](#) - [Table 7.4.](#) Submissions may be e-mailed or mailed on disk. Hard copies of award submissions are not required.

**7.4. (Added-AFRC)** In [Table 7.1.](#), under the column titled Period of Award and When to Submit, add the following: Each NAF LGT/DON establishes suspense dates for submission of award packages from subordinate units. NAFs select one nominee for each category of award and forward the nominating material to HQ AFRC/LGT not later than 15 January.

7.4.1. Unit Awards. Unit awards should be results-oriented and focus on mission accomplishment, effective use of resources, direct mission and deployment support. The headings listed below are mandatory and will be used to separate achievements into the appropriate areas. The percentages listed with the headings indicate the weighted value of each category during the award evaluation process.

7.4.1.1. Direct Mission Support. (45%) Describe actions/programs within the unit that directly support the mission. Consider significant unit accomplishment, support to wing, MAJCOM and AF mission, operational deployments, exercise or inspection results, environmental/ hazardous materials programs, and adaptability to unusual or difficult situations, etc., in this section

7.4.1.2. Innovative Management. (45%) Describe initiatives or programs that impact resource effectiveness/ efficiency and mission support through innovation or process improvement. Consider resource management innovations and improvements, process improvements, reengineering efforts, cost reductions, resource effectiveness, training program initiatives, etc., in this section

7.4.1.3. Quality of Life Programs. (10%) Describe initiatives taken by the unit to improve working environments, improve quality of life and build community spirit. Consider self-help projects, personnel recognition programs, and community support, etc., in this section

7.4.1.4. NDTA Film. After the NDTA unit award (Active and ARC) announcement, the winners will prepare a three-minute VHS format videotape depicting the unit in action. The video should be a voice-over sound presentation. If the unit does not have the capability to prepare a voice over videotape a detailed script will be required. The videotape will be shown during the awards presentation at the NDTA forum. The videotape must arrive HQ USAF/ILTR NLT 1 August.

7.4.2. Individual Awards. Individual awards should be results oriented and focus on performance, mission accomplishment, team building, leadership and self-improvement. The headings listed below are mandatory and will be used to separate achievements into the appropriate areas. The percentages listed with the headings indicate the weighted value of each category during the award evaluation process.

7.4.2.1. Outstanding performance. (45%) Actions, initiatives, and results that clearly demonstrate the individual's outstanding duty performance. Consider job performance, acceptance of responsibility, process improvements, unusual job assignments, job effectiveness, job knowledge and support to deploying or deployed operations, etc., in this section.

7.4.2.2. Significant accomplishments. (45%) Significant individual achievements relative to rank and position. Consider awards and recognition, significant individual accomplishments, leadership successes, unique job achievements, processed or implemented suggestions and innovative problem solving, etc., in this section

7.4.2.3. Self-improvement efforts. (10%) Professional and personal growth efforts. Consider community support, professional military education, community or humanitarian projects, and academic education, etc., in this section

7.4.2.4. Photos. No photos will be submitted with packages. Once Air Force (Active and ARC), MTMC and NDTA individual transportation awards are announced, winning individuals will provide color portraits IAW [Table 7.1.](#) and [Table 7.2.](#) within 30 days of the official message release date.

7.4.3. Nominations for the Defense Packaging Policy Group (DPPG) Packaging Excellence Award and Packaging Achievement Award will be single-spaced, submitted on plain bond paper, will not exceed four (4) single pages, will use appropriate award headings, and will use 12 pitch Times New Roman. Headings will be capitalized and bolded. Additional awards information is available in DoD 4140.1-R Attachment 1 to Appendix 11. Awards must arrive at HQ USAF/ILTR NLT 1 October. All nominations must be unclassified.

**7.5. Selection process .** All nomination packages will be forwarded to HQ USAF/ILTR within the prescribed timelines. HQ USAF/ILT will convene an Awards Board to review all nominations and select award winners. Award winners will be announced by message. HQ USAF/ILT will forward appropriate packages to DPPG, MTMC and NDTA.

**7.5.1. (Added-AFRC) Command Selection Process:**

7.5.1.1. An Awards Board consisting of representatives from LGT and DON is formed annually to review NAF nominations.

7.5.1.2. When recipients of the AFRC individual and unit awards have been selected, HQ AFRC/LGT furnishes information to HQ AFRC/PA for announcement/notification and coordinates recognition efforts.

**7.6. Presentation .** Air Force unit and individual awards are presented inconjunction with the annual Air Force Worldwide Transportation Conference. The NDTA Outstanding Military Unit Award (Active and ARC) and the MTMC individual award are presented at the NDTA Forum and Exposition. DPPG awards are presented by the Office of the Deputy Under Secretary of Defense (Logistics) at a ceremony in the Pentagon.

**Table 7.1. Active Duty Air Force Individual Transportation Awards (See Notes 1-6).**

<b>Award Categories</b>	<b>Who is Eligible?</b>	<b>Period of Award and When to Submit</b>	<b>Selection Process</b>	<b>Photo Requirements</b>	<b>Presentation and Display</b>
The Colonel Cynthia L. Benulis Air Force Transportation Field Grade Officer of the Year	Active-duty, base- level Maj or Lt Col	1 January through 31 December  Submit nominations by 15 Feb to:  HQ USAF/ILTR 1030 Air Force Pentagon Washington DC 20330-1030	HQ USAF/ILT Awards Board selects the winner  AF/IL will announce winner by message	No photos submitted with initial package  Within 30 days of release of the award message, AF winner will provide HQ USAF/ILTR one 8 x 10 color and one 5 x 7 color portrait	Award presented during the annual Worldwide Transportation Conference  Winner's picture displayed on the ILT Awards Board in the Pentagon and the ILT World Wide Web site
Air Force Transportation Company Grade Officer of the Year	Active-duty, base- level Lt or Capt				
Air Force Transportation Senior Non-Commissioned Officer of the Year	Active-duty, base- level MSgt, SMSgt or CMSgt				
Air Force Transportation Non-Commissioned Officer of the Year	Active-duty, base- level TSgt or SSgt				
Air Force Transportation Airman of the Year	Active-duty, base- level AB thru SrA				
The George F. Ruestow Air Force Transportation Senior Civilian Employee of the Year	Base-level Civilian Employee (GS-11 thru GS-15, or equivalent)				
Air Force Transportation Civilian Employee of the Year	Base-level Civilian Employee (GS-01 thru GS-10, or equivalent)				

Award Categories	Who is Eligible?	Period of Award and When to Submit	Selection Process	Photo Requirements	Presentation and Display
<p>The MTMC Award for Excellence in Traffic Management (Individual)</p> <p>Through this sponsored award, MTMC recognizes an individual whose performance exemplifies the image of the working-level DoD Traffic Manager</p>	<p>Base-level, active-duty enlisted member (2T0XX) or equivalent TMO civilian employee (GS-11 or below)</p>	<p>1 January through 31 December</p> <p>Submit nominations by 1 Apr to:</p> <p>HQ USAF/ILTR</p> <p>1030 Air Force Pentagon</p> <p>Washington DC 20330-1030</p>	<p>HQ USAF/ILT Awards Board selects the winner</p> <p>AF/IL will announce winner by message</p> <p>AF/IL notifies MTMC of winner by letter</p>	<p>No photos submitted with initial package</p> <p>Within 30 days of release of the award message, AF winner will provide one 8 x 10 and three 5 x 7 color portraits to HQ USAF/ILTR</p>	<p>Presented at the annual NDTA Conference</p> <p>Recipient receives distinctive MTMC plaque</p> <p>Winner's picture displayed on the ILT Awards Board in the Pentagon and the ILT World Wide Web site</p>
<p>NDTA Outstanding Instructor of the Year</p> <p>This award, sponsored by NDTA, recognizes an outstanding AF full-time transportation instructor</p>	<p>Active-duty, base-level enlisted member or civilian employee (GS-11 or below)</p>	<p>1 January through 31 December</p> <p>Submit nominations by 1 Apr to:</p> <p>HQ USAF/ILTR</p> <p>1030 Air Force Pentagon</p> <p>Washington DC 20330-1030</p>	<p>HQ USAF/ILT Awards Board selects the winner</p> <p>AF/IL will announce winner by message</p> <p>AF/IL notifies JCS-J4 of winner by letter</p>	<p>No photos submitted with initial package</p> <p>Within 30 days of release of the award message, AF winner will provide one 8 x 10 and one 5 x 7 color portrait to HQ USAF/ILTR</p>	<p>Award presented during the annual Worldwide Transportation Conference</p> <p>Recipient receives distinctive NDTA certificate</p> <p>Winner's picture will be published in the NDTA Journal, Forum edition and displayed on the ILT Awards board in the Pentagon and the ILT World Wide Web site</p>
<p>Defense Packaging Policy Group (DPPG) Packaging Excellence Award</p> <p>Sponsored by the Defense Packaging Policy Group, this award recognizes and honors outstanding individuals or organizations in the DoD packaging community that contribute significantly to the packaging effort.</p>	<p>Individual or group</p> <p>GS/GM civilian employee(s) or active-duty military officer (s)</p> <p>Must be packaging specialist, chemist, engineer, instructor, technologist or similar position within the packaging field or a directly related field.</p>	<p>1 October thru 30 September</p> <p>Submit nominations by 1 Oct to:</p> <p>HQ USAF/ILTR</p> <p>1030 Air Force Pentagon</p> <p>Washington DC 20330-1030</p>	<p>HQ USAF/ILT Awards Board selects the winner</p> <p>AF/IL will announce winner by message</p> <p>AF/IL notifies DPPG of winner by letter</p> <p>DUSD will notify MAJCOMs, FOAs, Unified or Joint Commands of DoD winner by message</p>	<p>No Photo requirements</p>	<p>Presented by the DUSD (Logistics) at a ceremony at the Pentagon</p> <p>Recipient receives certificate of achievement, plaque and a one year membership in the National Institute of Packaging, Handling, and Logistics Engineers</p>



Award Categories	Who is Eligible?	Period of Award and When to Submit	Selection Process	Photo Requirements	Presentation and Display
Defense Packaging Policy Group Packaging Achievement Award Sponsored by the Defense Packaging Policy Group, this award recognizes and honors outstanding individuals or organizations in the DoD packaging community that contributed significantly to the packaging effort.	Individual or group GS/GM civilian employee(s) or active-duty military enlisted member (s) Must work in the packaging field.				

**Note 1:** Nominees for Air Force and MTMC awards must hold AFSC 2TXXX, 2ITX, 21LX or civilian equivalent.

**Note 2:** Nominees for individual awards must have held the rank appropriate for the award for at least six months of the award period.

**Note 3:** Civilians must be DoD employees or local national employees hired by and/or paid from appropriated funds, either directly or indirectly. Foreign host nationals and third country civilians hired by and paid for through host national funds are not eligible.

**Note 4:** Individuals who have won USAF-level awards cannot be nominated to the Air Staff in the same award category the following year. However, they can be nominated in another category.

**Note 5:** Air Force and MTMC individual award winners are awarded and authorized to wear the Individual Recognition Ribbon upon award announcement.

**Note 6:** JPPSO-SAT, JPPSO-NE, JPPSO-COS will consolidate award submissions and submit a maximum of one package per category

**Note 7:** 345 TRS will submit award packages through AETC/LG

**Note 8:** All military nominees must meet AF weight standards.

**Table 7.2. Air Reserve Component (Arc) Individual Transportation Awards (See Notes 1-6).**

Award Categories	Who is Eligible?	Period of Award and When to Submit	Selection Process	Photo Requirements	Presentation and Display
ARC Transportation Field Grade Officer of the Year	Any ARC (ANG or USAFR), unit IMA or AGR Maj or Lt Col	1 January through 31 December  Submit nominations by 15 Feb to:  HQ USAF/ILTR 1030 Air Force Pentagon Washington DC 20330-1030	HQ USAF/ILTR Awards Board selects winner  AF/IL will announce winner by message	No photos will be submitted with initial package  Within 30 days of release of the award message, AF winner will provide HQ USAF/ILTR one 8 x 10 color and one 5 x 7 color portrait	HQ USAF/ILTR presents award during the annual World Wide Transportation Conference  Winner's picture will be displayed on the ILT Award board in the Pentagon and the ILT World Wide Web site
ARC Transportation Company Grade Officer of the Year	Any ARC (ANG or USAFR), unit IMA or AGR Lt or Capt				
ARC Transportation Senior Non-Commissioned Officer of the Year	Any ARC (ANG or USAFR), unit IMA or AGR MSgt, SMSgt or CMSgt				
ARC Transportation Non-Commissioned Officer of the Year	<i>Any ARC (ANG or USAFR), unit IMA or AGR TSgt or SSgt</i>				
ARC Transportation Airman of the Year	Any ARC (ANG or USAFR), unit IMA or AGR AB thru SrA				

**Note 1:** ARC units are not eligible for active duty unit awards. **EXCEPTION:** Fairchild AFB submits unit nomination as an Active duty unit. Individuals compete as Guard or Active duty, depending on status.

**Note 2:** ARC civilian employees are eligible for individual civilian awards if they meet applicable criteria. **EXCEPTION:** ANG uniformed technicians and Active Guard Reservists are eligible for ARC awards if they meet the applicable criteria.

**Note 3:** Nominees must hold AFSC 2TXXX, 21TX, 21LX or civilian equivalent.

**Note 4:** Individuals who won USAF-level awards cannot be nominated to the Air Staff in the same award category the following year. However, they can be nominated in another category.

**Note 5:** Air Force individual award winners are authorized to wear the Individual Recognition Ribbon upon award announcement.

**Note 6:** All military nominees must meet AF weight standards.

**Table 7.3. Active Duty Air Force Unit Transportation Awards (See Note 1).**

<b>Award Categories</b>	<b>Who is Eligible?</b>	<b>Period of Award and When to Submit</b>	<b>Selection Process</b>	<b>Photo Requirements</b>	<b>Presentation and Display</b>
Air Force Vehicle Maintenance Unit of the Year	Any active-duty base-level unit performing vehicle maintenance for at least a wing- or base-level organization	1 January through 31 December  Submit nominations by 15 Feb to: HQ USAF/ILTR 1030 Air Force Pentagon Washington DC 20330-1030	HQ USAF/ILTR Awards Board selects winner  AF/IL announces winner by message	No photos will be submitted	HQ USAF/ILTR presents award during the annual World Wide Transportation Conference
Air Force Vehicle Operations Unit of the Year	Any active-duty base-level unit performing vehicle operations for at least a wing- or base-level organization				
Air Force Traffic Management Office of the Year	Any active-duty base-level unit performing traffic management functions for at least a wing- or base-level organization				
Air Force Combat Readiness and Resources Unit of the Year	Any active-duty base-level unit supporting transportation planning and mobility for at least a wing- or base-level organization				
Air Force Terminal Unit of the Year	Any active-duty air terminal or aerial port supporting cargo and/or passenger movement by air or aerial delivery				
Air Force Special Transportation Activity of the Year	Any active-duty base-level transportation organization ineligible for any other transportation award				

Award Categories	Who is Eligible?	Period of Award and When to Submit	Selection Process	Photo Requirements	Presentation and Display
<p>The NDTA Military Unit Award (Active)</p> <p>The National Defense Transportation Association sponsors this award to honor units that perform unusual and outstanding service in logistics and transportation.</p>	<p>Any active-duty base-level transportation or logistics unit that is:</p> <p>Conducting an operational transportation mission</p> <p>Is designated a squadron or higher-level unit</p>	<p>1 January through 31 December</p> <p>Submit nominations by 1 Apr to:</p> <p>HQ USAF/ILTR 1030 Air Force Pentagon Washington DC 20330-1030</p>	<p>HQ USAF/ILTR Awards Board selects the winner</p> <p>AF/IL announces winner by message</p> <p>AF/IL notifies JCS-J4 of winner by letter</p>	<p>Winning unit will prepare a 3 minute video tape depicting the unit mission.</p> <p>Send videotape NLT 1 Aug to:</p> <p>HQ USAF/ILTR 1030 Air Force Pentagon Washington DC 20330-1030</p>	<p>Presented during the annual NDTA Conference</p> <p>Recipient unit receives distinctive NDTA plaque</p>

**Note 1:** Units winning AF-level awards cannot be nominated to the Air Staff in the same award category the following year

**Note 2:** AMOG squadrons will compete in the Special Transportation Activity category

**Table 7.4. Air Reserve Component (Arc) Unit Transportation Awards (See Notes 1-2).**

Award Categories	Who is Eligible?	Period of Award and When to Submit	Selection Process	Photo Requirements	Presentation and Display
ARC Aerial Port Unit of the Year	Any ARC aerial port unit supporting cargo and/or passenger movement or aerial delivery	1 January through 31 December  Submit nominations by 15 Feb to: HQ USAF/ILTR 1030 Air Force Pentagon Washington DC 20330-1030	HQ USAF/ILTR Awards Board selects winner  AF/IL announces winner by message	No photos will be submitted	HQ USAF/ILTR presents award during the annual World Wide Transportation Conference
ARC Base Transportation Activity of the Year	Any ARC base transportation organization supporting at least a wing or base-level organization in one of these areas: Vehicle Maintenance, Vehicle Operations, and Traffic Management				
ARC Special Transportation Activity of the Year	Any ARC transportation activity not eligible for any other award				
The NDTA Military Unit Award  The National Defense Transportation Association sponsors this award to honor units that perform unusual and outstanding service in logistics and transportation.	Any ARC transportation or logistics unit that is:  Conducting an operational transportation mission  Is designated a squadron or higher-level unit	1 January through 31 December  Submit nominations by 1 Apr to: HQ USAF/ILTR 1030 Air Force Pentagon Washington DC 20330-1030	HQ USAF/ILTR Awards Board selects the winner  AF/IL announces winner by message  AF/IL notifies NDTA of winner by letter	Winning unit will prepare a 3 minute video tape depicting the unit mission.  Send videotape NLT 1 Aug to: HQ USAF/ILTR 1030 Air Force Pentagon Washington DC 20330-1030	Presented during the annual NDTA Conference  Recipient unit receives distinctive NDTA plaque

**Note 1:** ARC units are not eligible for active duty unit awards. **EXCEPTION:** Fairchild AFB submits unit nomination as an active duty unit. Units compete as Guard or active duty, depending on status.

**Note 2:** Units that win USAF-level awards cannot be nominated to the Air Staff in the same award category the following year

## Chapter 8

### LOGISTICS PLANS AWARDS

**8.1. Purpose .** These annual awards recognize individuals and units that have made an outstanding contribution to Air Force logistics plans management.

**8.2. Nomination Criteria .** Prepare each nomination package:

8.2.1. Prepare a single transmittal letter from each MAJCOM, DRU, or FOA listing the name rank and unit of all its nominations and their units. The signature on the transmittal letter should be at the level of the Command LG or Deputy.

**8.2.1. (Added-AFRC) Nomination Procedures:**

8.2.1.1. Unit commanders and supervisors identify individuals and/or units deserving of recognition and submit nominations. Unit XPs must consider all logistics plans personnel from subordinate units (that is AEG, LSS, CLSS, and RHCES) when submitting individuals for awards.

8.2.1.2. Send unit nominations to NAF/XP. Units decide whether to submit air reserve technicians in either the appropriate military or civilian category.

8.2.2. Use AF Form 1206, Nomination for Award, for all nominations, both individual and unit. A maximum of the front side of the AF Form 1206 will be used. All nominations must be unclassified.

8.2.3. Send a paper copy of the AF Forms 1206 and the transmittal letter to AF/ILXX. In addition send a disk with an electronic copy of the AF Forms 1206. Units outside a MAJCOM, DRU, or FOA route nominations through 11 Wing/XP as the servicing MAJCOM.

8.2.4. See [Table 8.1](#). for details on the nomination process.

**8.2.5. (Added-AFRC)** See [Table 8.1](#). for AFRC requirements.

**8.3. Eligibility.**

8.3.1. Individuals that hold the grade for six months or more during the award period can be submitted for the award category commensurate with that grade.

8.3.2. Individuals and units who have won at USAF level cannot be nominated to the Air Staff for the same category of award the following year. However, they can be nominated in another category.

**8.4. Citations.** AF/ILXX will request a draft citation from the submitting MAJCOM after the winners have been selected. The citation will open with “(Organization, installation, and MAJCOM)) has been selected as the United States Air Force Outstanding Logistics Plans (Award Category) of the Year for (Year).” The citation will end with “This certificate is presented in recognition of outstanding performance in Logistics Plans.”

**8.5. (Added-AFRC) Award Selection Process:**

8.5.1. Each NAF/XP selects the best nomination in each category and forwards to AFRC for MAJCOM competition. Air reserve technicians not selected in the category originally submitted may be considered in another category if there were no previous submissions. This serves to recognize addi-

tional deserving individuals and maximize the number of NAF submissions (correct nomination packages to reflect any category changes prior to submission to AFRC).

8.5.2. The AFRC nominees for USAF level competition are recognized as the AFRC award winners in each category. Award winners are announced by message. The AFRC award consists of an engraved AFRC command plaque (individual's name, unit, award, and year) and a citation. Winners receive awards at an appropriate ceremony.

8.5.3. (HQ AFRC ONLY) A panel consisting of the AFRC/LGX, AFRC/XPX, and AFRC/DOOX select the AFRC award winners. The Chief, Logistics Plans Division, validates the selections and has final decision in tie breakers. To enhance impartiality, copies of nomination packages have all name and unit references omitted.

**Table 8.1. Logistics Plans Awards.**

Award Categories	Purpose	Who is Eligible?	Period of Award, Routing, and When to Submit	Nomination Package	Selection and Notification Process	Presentation
Command Senior Manager of the Year (All Officers and Civilians Grades GS/GM-10 and above)	To recognize outstanding performance in logistics planning within command level organizations.	Each MAJCOM, DRU, or FOA can submit one member in each category. This award applies to individuals in units above the wing level (Command level award.)	For the preceding calendar year (1 January through 31 December). The award will reflect the same calendar year as the period of nomination.	Submit all nominations under a single cover letter, signed by the Director or Deputy Director of Logistics or equivalent.	HQ USAF/ILX review board evaluates the nomination packages and selects one nominee in each category for final HQ USAF/ILX approval by April 15.	Awards will be presented at an awards banquet and ceremony in conjunction with the annual Logistics Plans Crosstalk.
Command Manager of the Year (All Enlisted personnel and Civilians GS- 9 and below)			Send nominations by February 15 to: HQ USAF/ILXX 1030 Air Force Pentagon Washington DC 20330-1030 Units not in a MAJCOM, DRU, or FOA route all awards through 11WG/XP, which will serve as MAJCOM.	Nominations are limited to the front side of the AF Form 1206, Nomination for Award.	After approval, HQ USAF/ILX notifies MAJCOMs, DRUs, and FOAs, who in turn notify their winners.	Funding: HQ USAF/ILX will fund the awards for the winners.
Field Grade Officer of the Year (Major through Colonel)	To recognize outstanding Individuals and units in logistics planning below command level.	Each wing-level organization may submit one nomination to their MAJCOM, DRU, or FOA (Command) for each category. Each Command may submit one nomination to the Air Staff for each category. Officers performing logistics plans functions per the description in AFMAN 36-2105 are eligible. Enlisted Personnel holding AFSC 2G0XX are eligible.			Winning nominees submit 2 8X10 color head and shoulder photographs to AF/ILXX for the Pentagon Logistics Plans awards board	MAJCOM, DRU, FOA or unit HQ of the award winner will program for and fund their travel to the awards banquet.
Company Grade Officer of the Year (Lieutenant through Captain)						
Senior NCO of the Year (Master Sergeant through Chief Master Sergeant)						



<b>Award Categories</b>	<b>Purpose</b>	<b>Who is Eligible?</b>	<b>Period of Award, Routing, and When to Submit</b>	<b>Nomination Package</b>	<b>Selection and Notification Process</b>	<b>Presentation</b>
Junior NCO of the Year (Staff Sergeant through Technical Sergeant)						
Airman of the Year (Airman through Senior Airman)						
Civilian Senior Manager of the Year (Above GS-9)						
Civilian Manager of the Year (GS-9 and below)						
Unit of the Year						

**Table 8.1.1. (Added-AFRC) Logistics Plans and Programs Awards.**

This table supplements AF Basic [Table 8.1.](#) as follows:

Awards Categories	Purpose	Who is Eligible?	Period of Award and When to Submit	Nomination Package	Selection Process	Presentation
<p>Command Operations Plans Manager of the Year (Operations officers at the NAF).</p> <p>Operations Plans Senior Manager of the Year (Major through Colonel).</p> <p>Operations Plans Manager of the Year (Lieutenant through Captain).</p> <p>Civilian Operations Plans Senior</p>	To recognize outstanding individuals in operations planning.	Air reserve technicians are eligible for military or civilian categories. Each NAF may submit one nomination for each category to HQ AFRC.	<p>NAFs send nominations by 15 January to: HQ AFRC/LGX 155 Richard Ray Blvd, Robins AFB GA 31098-1635. Units send nominations to the NAF/XP before the NAF December UTA.</p>	<p>Submit all nominations under a single cover letter, signed by the Director or Deputy Director of Logistics.</p> <p>Nominations will be limited to one 8½" X 11" page, single-spaced bullets, double spaced between major bullets, with one inch margins all around. See Attachment 7 for sample on Individual and Unit Nominations</p>	<p>A selection board chaired by Logistics Plans divisions will convene 15 January.</p> <p>Each nomination is reviewed, a winner is selected in each category and notified via message.</p>	At the discretion of the wing commander.

This table supplements AF Basic [Table 8.1](#). as follows:

Awards Categories	Purpose	Who is Eligible?	Period of Award and When to Submit	Nomination Package	Selection Process	Presentation
Manager of the Year (Above GS-9)						
Civilian Operations Plans Manager of the Year (GS-9 and below)						

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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 37-139, *Records Disposition Schedule*

AFI 36-2805, *Special Trophies and Awards*

AFPD 36-28, Awards and Decorations Program

***Abbreviations and Acronyms***

**AFA**—Air Force Association

**AFIA**—Air Force Inspection Agency

**AFMC**—Air Force Material Command

**AFRC**—Air Force Reserve

**AFSC**—Air Force Specialty Code

**AGS**—Aircraft Generation Squadron

**ANG**—Air National Guard

**API**—American Petroleum Institute

**ARC**—Air Reserve Component

**BFMO**—Base Fuels Management Office

**CAMS**—Consolidated Aircraft Maintenance Squadron

**CRS**—Component Repair Squadron

**CSAF**—Chief of Staff, United States Air Force

**DLA**—Defense Logistics Agency

**DoD**—Department of the Defense

**DoE**—Department of Energy

**DRU**—Direct Reporting Unit

**DUSD(L)**—Deputy Undersecretary of Defense (Logistics)

**FMMS**—Field Missile Maintenance Squadron

**FOA**—Field Operating Agency

**HQ USAF/ILM**—Headquarters, United States Air Force Installation & Logistics, Directorate of Maintenance

**HQ USAF/ILS**—Headquarters, United States Air Force Installation & Logistics, Directorate of Supply

**HQ USAF/ILT**—Headquarters, United States Air Force Installation & Logistics, Directorate of Transportation

**HQ USAF/ILX**—Headquarters, United States Air Force Installation & Logistics, Directorate of Plans & Integration

**ICBM**—Intercontinental Ballistic Missile

**MAJCOM**—Major Command

**MDS**—Mission Design Series

**MEA**—Maintenance Effectiveness Awards